

**BUILDING DEVELOPMENT COMMISSION**  
**Minutes of March 15<sup>th</sup>, 2011 Meeting**

Jon Morris opened the Building-Development Commission (BDC) meeting at **3:05 p.m. on Tuesday, March 15th, 2011.**

**Present:** Jon Morris, Ed Horne, Travis Haston, Elliot Mann, Jonathan Wood, Zeke Acosta, Will Caulder, Harry Sherrill and Dave Shultz

**Absent:** Buford Lovett, Kevin Silva and Bernice Cutler

**1. APPROVAL OF THE MINUTES**

*The motion by Jon Wood seconded by Travis Haston to approve the February 15th, 2011 meeting minutes passed unanimously.*

**2. BDC MEMBER ISSUES AND COMMENTS**

**3. PUBLIC ATTENDEE ISSUES AND COMMENTS**

No public attendee issues or comments.

**4. FY12 Budget Proposal Review**

Jim Bartl began by stating the objectives and goals for today's meeting which is dedicated to the presentation of a comprehensive budget strategy to BDC Members. The goal; to agree on budget strategy and conclude with a formal vote supporting the FY12 Budget Proposal. The FY12 expense level strategy was based on maintaining the 129 FTE level (current staffing). Jim briefly walked everyone through last year's approved FY11 budget then into the FY12 budget strategy. All handouts/charts presented are contained herein.

FY11 Adopted Budget													TOTAL	VFD	Permits
	3061	3062	3071	3072	3073	3076	3077	3078	3095						
	Code Enforce	Revenue	Code -	Inspections -	Inspections -	Plan Review -	Plan Review -	Plan Review -	Fire Marshal						
	Support	Collection	Admin Pool	North Team	South Team	RYAC/CICAC	On Schedule	CRMS							
3122 Permits	\$ 2,605,050	\$ 243,472	\$ 645,253	\$ 2,517,158	\$ 2,875,231	\$ 765,673	\$ 448,701	\$ 693,240	\$ 530,003	\$ 11,328,781					
3123 Surcharge Revenue	\$ 250,000									\$ 250,000					
3650 Fees and Charges	\$ 100,000	\$ 121,988	\$ 301,446	\$ 107,159	\$ 107,159		\$ 476,820	\$ 221,000		\$ 1,435,572					
3669 Reimbursement of Costs								\$ 208,202		\$ -					
<b>Total Revenue</b>	<b>\$ 2,955,050</b>	<b>\$ 385,460</b>	<b>\$ 946,699</b>	<b>\$ 2,624,317</b>	<b>\$ 2,986,390</b>	<b>\$ 765,673</b>	<b>\$ 925,521</b>	<b>\$ 1,120,442</b>	<b>\$ 530,003</b>	<b>\$ 13,220,555</b>	<b>\$ -</b>	<b>Total Revenue</b>			
4002 Salaries-Full Time	\$ 714,302	\$ 214,611	\$ 598,974	\$ 1,792,712	\$ 2,059,136	\$ 571,779	\$ 654,323	\$ 850,646	\$ 329,675	\$ 7,756,158	\$ 52,520	Salaries-Full Time			
4004 Salaries-Temp												Salaries-Temp			
4005 Overtime				\$ 73,058	\$ 74,150					\$ 147,208		Overtime			
4021 Insurance	\$ 68,373	\$ 34,398	\$ 103,514	\$ 220,918	\$ 258,049	\$ 69,926	\$ 75,651	\$ 93,164	\$ 42,546	\$ 966,549	\$ 6,710	Insurance			
4022 FICA	\$ 52,149	\$ 16,416	\$ 45,632	\$ 137,151	\$ 157,501	\$ 43,736	\$ 50,836	\$ 65,078	\$ 25,217	\$ 593,918	\$ 4,024	FICA			
4023 NC Retirement	\$ 43,961	\$ 13,630	\$ 39,031	\$ 113,632	\$ 130,766	\$ 36,308	\$ 41,875	\$ 54,012	\$ 20,931	\$ 533,338	\$ 3,338	NC Retirement			
4029 Longevity	\$ 11,087	\$ 2,672	\$ 6,365	\$ 19,004	\$ 31,397	\$ 929	\$ 5,036	\$ 11,328	\$ 3,711	\$ 92,429		Longevity			
4027 Workers Comp	\$ 7,138	\$ 2,145	\$ 5,990	\$ 17,931	\$ 20,594	\$ 5,718	\$ 6,843	\$ 8,507	\$ 3,297	\$ 77,963	\$ 520	Workers Comp			
4029 401K Pre-Tax Employer												401K Pre-Tax Employer			
4030 457 - Employer												457 - Employer			
4051 Salary/Fringe Transfer	\$ 183,939									\$ 183,939		Salary/Fringe Transfer			
4052 Neg Salary/Fringe Transfer												Neg Salary/Fringe Transfer			
<b>Total Personnel Services</b>	<b>\$ 1,089,949</b>	<b>\$ 283,874</b>	<b>\$ 798,706</b>	<b>\$ 2,374,608</b>	<b>\$ 2,731,683</b>	<b>\$ 728,396</b>	<b>\$ 885,274</b>	<b>\$ 1,082,735</b>	<b>\$ 425,377</b>	<b>\$ 10,391,590</b>	<b>\$ 67,112</b>	<b>Total Personnel Services</b>			
5006 Telephone	\$ 71,150	\$ 600	\$ 5,800	\$ 38,955	\$ 36,665	\$ 3,600	\$ 3,600	\$ 3,600	\$ 12,000	\$ 179,170		Telephone			
5030 Uniform/Clothing Rental				\$ 9,630	\$ 9,630					\$ 19,260		Uniform/Clothing Rental			
5051 Maint & Repairs-Equip										\$ 1,025	\$ 28,567	Maint & Repairs Equip			
5110 Auto Allowance-Mileage												Auto Allowance-Mileage			
5111 Travel Expense	\$ 2,500			\$ 465	\$ 465					\$ 3,430		Travel Expense			
5112 Training	\$ 12,650	\$ 1,500	\$ 3,250	\$ 7,750	\$ 6,000	\$ 2,750	\$ 2,750	\$ 2,750	\$ 2,550	\$ 43,950		Training			
5113 Employee Edu Reimb	\$ 1,600									\$ 1,600		Employee Edu Reimb			
5120 Postage/Courier	\$ 150	\$ 12,500	\$ 275				\$ 350	\$ 350	\$ 50	\$ 13,875		Postage/Courier			
5121 Printing	\$ 22,200	\$ 24,000	\$ 2,000	\$ 1,085	\$ 1,120	\$ 650	\$ 650	\$ 650	\$ 1,000	\$ 53,355		Printing			
5301 Prof Fees (0061 - Technology)	\$ 338,460	\$ 96,000		\$ 1,085	\$ 1,120	\$ 650	\$ 650	\$ 650	\$ 1,000	\$ 437,980	\$ 1,823,067	Prof Fees (0061 - Technology)			
5308 Attorney Fees	\$ 21,200									\$ 21,200		Attorney Fees			
6404 Other Services-Casual Labor	\$ 33,000	\$ 29,910								\$ 62,910	\$ 60,000	Other Services-Casual Labor			
<b>Total Contractual Services</b>	<b>\$ 609,930</b>	<b>\$ 64,610</b>	<b>\$ 107,325</b>	<b>\$ 57,885</b>	<b>\$ 59,080</b>	<b>\$ 7,000</b>	<b>\$ 7,350</b>	<b>\$ 7,350</b>	<b>\$ 22,125</b>	<b>\$ 833,655</b>	<b>\$ 1,911,834</b>	<b>Total Contractual Services</b>			
6002 Office Supplies	\$ 1,480	\$ 1,400	\$ 2,250	\$ 775	\$ 800	\$ 580	\$ 580	\$ 580	\$ 625	\$ 9,070		Office Supplies			
6005 Departmental Supplies	\$ 5,825	\$ 350	\$ 1,325	\$ 3,007	\$ 3,040	\$ 400	\$ 400	\$ 400	\$ 735	\$ 15,482		Departmental Supplies			
6010 Food Supplies	\$ 800									\$ 500		Food Supplies			
6015 Dues, Subscript, Books	\$ 8,848		\$ 1,100	\$ 3,825	\$ 4,060	\$ 1,360	\$ 1,360	\$ 1,360	\$ 2,700	\$ 25,631		Dues, Subscript, Books			
6020 Computer Software												Computer Software			
6035 Uniforms-Clothing				\$ 3,720	\$ 3,840					\$ 3,430	\$ 10,990	Uniforms-Clothing			
6070 Assets Non-Capitalized												Assets Non-Capitalized			
6075 Computers Non-Capitalized	\$ 900	\$ 540	\$ 1,170	\$ 2,790	\$ 2,880	\$ 990	\$ 990	\$ 990	\$ 630	\$ 11,880		Computers Non-Capitalized			
<b>Total Commodities</b>	<b>\$ 18,551</b>	<b>\$ 2,290</b>	<b>\$ 5,845</b>	<b>\$ 14,117</b>	<b>\$ 14,640</b>	<b>\$ 3,330</b>	<b>\$ 3,330</b>	<b>\$ 3,330</b>	<b>\$ 8,120</b>	<b>\$ 73,553</b>	<b>\$ -</b>	<b>Total Commodities</b>			
7420 Transfer-Green Permit Rbt												Transfer to Other Funds - GPR			
7501 Transfer to Other Funds	\$ 250,000									\$ 250,000		Transfer to Other Funds			
<b>Total Other</b>	<b>\$ 250,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 250,000</b>	<b>\$ -</b>	<b>Total Other</b>			
8003 Vehicle Maintenance	\$ 14,775			\$ 104,925	\$ 105,800	\$ 2,500	\$ 5,000	\$ 2,500	\$ 20,000	\$ 255,500		Vehicle Maintenance			
8109 Overhead (CMGC)	\$ 992,139									\$ 37,923	\$ 1,029,962	Overhead (CMGC)			
8110 Overhead (LUESA)	\$ 98,706	\$ 14,688	\$ 34,823	\$ 72,784	\$ 75,287	\$ 24,447	\$ 24,567	\$ 24,527	\$ 16,568	\$ 385,383		Overhead (LUESA)			
<b>Total Internal Services</b>	<b>\$ 1,105,620</b>	<b>\$ 14,688</b>	<b>\$ 34,823</b>	<b>\$ 177,709</b>	<b>\$ 181,087</b>	<b>\$ 28,947</b>	<b>\$ 29,567</b>	<b>\$ 27,027</b>	<b>\$ 74,381</b>	<b>\$ 1,671,847</b>	<b>\$ -</b>	<b>Total Internal Services</b>			
9005 Furniture & Fixtures												Furniture & Fixtures			
9006 Vehicles												Vehicles			
<b>Total Fixed Assets</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>Total Fixed Assets</b>			
<b>Total Expenses</b>	<b>\$ 2,955,050</b>	<b>\$ 365,480</b>	<b>\$ 946,699</b>	<b>\$ 2,624,317</b>	<b>\$ 2,986,390</b>	<b>\$ 765,673</b>	<b>\$ 925,521</b>	<b>\$ 1,120,442</b>	<b>\$ 530,003</b>	<b>\$ 13,220,555</b>	<b>\$ 1,978,746</b>	<b>Total Expenses</b>			
<b>County Funding</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>County Funding</b>			
<b>F/T Positions Funded-FY10</b>	<b>11</b>	<b>6</b>	<b>17</b>	<b>48</b>	<b>48</b>	<b>11</b>	<b>16</b>	<b>14</b>	<b>7</b>	<b>176</b>		<b>F/T Positions Funded-FY10</b>			
<b>Positions R/P'd</b>	<b>-1</b>	<b>-1</b>	<b>-3</b>	<b>-16</b>	<b>-14</b>	<b>-2</b>	<b>-5</b>	<b>-2</b>	<b>-1</b>	<b>(45)</b>		<b>Positions R/P'd</b>			
<b>F/T Positions Funded-FY11</b>	<b>10</b>	<b>5</b>	<b>14</b>	<b>29</b>	<b>34</b>	<b>9</b>	<b>10</b>	<b>12</b>	<b>6</b>	<b>129</b>	<b>1</b>	<b>F/T Positions Funded-FY11</b>			

**FY11 Expense Summary (adopted)**

<b>Budget category</b>	<b>amount</b>	<b>Budget %</b>	<b>includes</b>
<b>4000 – personal service</b>	10,391,500 (1)	78.60%	Salary, OT, insur, FICA, wk comp, fringes
<b>5000 – contractual service</b>	833,655	6.30%	Telephone, travel, training, professional fees (including tech), attorney fees
<b>6000 - commodities</b>	73,553	0.56%	Office/dept supply, dues, books, uniforms, computers
<b>7000 – other</b>	250,000	1.89%	Tech surcharge transfer
<b>8000 – internal service</b>	1,671,847	11.62%	Vehicle maint, LUESA overhead, CMGC overhead
<b>9000– fixed assets</b>	0	0%	Auto repl not budgeted in Fy11
<b>Total</b>	<b>13,220,555</b>	<b>100.00%</b>	For 129FTE's (1 Asst Fire Marshall budgeted in Vol Fire - county funded)

Note 1: changes from numbers previously discussed with BDC; OT>100k, CMS Rev'w<108k.

**FY11 Revenue Projection**

<b>Revenue category</b>	<b>amount</b>	<b>includes</b>
<b>Permit fees</b>	<b>11,328,781</b>	12 mo @ \$944,065/mo
<b>Other revenue item</b>		
o Com'l Express review	137,800	
o Com'l 3 <sup>rd</sup> review charges	275,844	
o Com'l mega team	221,000	
o Com'l other (w/4 <sup>th</sup> & 5 <sup>th</sup> revw chg)	63,170	cancellations, day care, Misc
o Com'l CMS Plan Review	206,202	
o Document control	301,440	
o revenue collection	122,000	
o bldg insp; Meck SI, OTI, IBA	214,318	
o 3 <sup>rd</sup> party	100,000	
<b>Sub total other revenue</b>	<b>1,641,774</b>	
<b>Tech surcharge transfer</b>	<b>250,000</b>	
<b>Total</b>	<b>13,220,555</b>	

Code Enforcement Permit Revenue Analysis

Month	FY 1999	FY 2000	FY 2001	FY2002	FY 2003	FY 2004	FY 2005	FY 2006
Jul	989,406	\$1,447,768	\$1,388,736	\$1,479,842	\$1,584,570	\$1,407,252	\$2,154,207	\$2,062,885
Aug	961,529	\$1,278,580	\$1,526,271	\$1,654,413	\$1,476,483	\$1,695,340	\$1,878,147	\$2,335,420
Sep	1,600,330	\$1,428,052	\$1,552,690	\$1,846,397	\$1,438,685	\$1,480,077	\$1,611,223	\$2,053,571
Oct	1,270,388	\$1,158,977	\$1,321,240	\$1,441,064	\$1,498,520	\$1,676,458	\$1,497,882	\$1,948,957
Nov	290,388	\$1,002,841	\$1,962,882	\$1,623,713	\$1,135,954	\$1,379,983	\$1,624,910	\$1,890,378
Dec	1,377,737	\$1,970,572	\$456,549	\$522,942	\$1,946,290	\$1,438,611	\$1,540,393	\$1,810,498
Jan	1,309,585	\$1,141,925	\$1,693,722	\$1,606,249	\$1,219,025	\$1,461,564	\$1,547,905	\$1,784,941
Feb	1,326,926	\$1,503,685	\$1,882,043	\$1,103,875	\$971,600	\$1,140,322	\$1,545,697	\$2,091,777
Mar	1,228,970	\$1,144,894	\$1,720,868	\$1,563,932	\$1,252,833	\$1,621,573	\$1,955,212	\$2,508,301
Apr	1,046,952	\$2,000,288	\$1,618,532	\$1,813,546	\$1,487,566	\$1,719,831	\$1,852,698	\$2,016,369
May	2,161,669	\$945,791	\$733,429	\$1,119,513	\$1,391,404	\$1,690,871	\$2,095,504	\$2,210,615
Jun	1,700,396	\$1,861,606	\$2,234,448	\$1,871,702	\$1,912,116	\$1,968,335	\$2,358,820	\$2,376,134
Total	\$15,264,276	\$16,882,979	\$18,091,411	\$17,647,187	\$17,315,046	\$18,680,214	\$21,860,678	\$24,800,142
Avg Per Month	\$1,272,023	\$1,406,915	\$1,507,618	\$1,470,599	\$1,442,921	\$1,566,684	\$1,805,057	\$2,066,678

Month	FY 2007	FY 2008	FY 2009	FY 2010	FY 2011	FY2011 - Total Permit Fees - Note A
Jul	\$2,089,313	\$1,852,856	\$1,286,621	\$936,543	\$854,523	\$922,885
Aug	\$2,111,330	\$2,543,025	\$2,150,605	\$846,088	\$898,073	\$987,880
Sep	\$2,024,755	\$1,859,010	\$1,143,022	\$812,380	\$961,032	\$1,028,304
Oct	\$1,997,008	\$1,958,497	\$1,138,996	\$762,508	\$1,024,208	\$1,126,629
Nov	\$1,976,324	\$1,839,299	\$915,054	\$646,917	\$821,110	\$895,010
Dec	\$2,953,858	\$1,344,191	\$1,047,964	\$667,696	\$836,225	\$847,611
Jan	\$1,953,837	\$1,535,280	\$981,983	\$745,827	\$806,842	\$879,567
Feb	\$1,653,127	\$1,638,002	\$552,165	\$746,607	\$1,053,631	\$1,137,921
Mar	\$2,009,611	\$1,475,487	\$696,643	\$995,293		
Apr	\$1,809,191	\$1,291,759	\$729,229	\$1,086,584		
May	\$1,984,597	\$2,665,559	\$688,834	\$904,246		
Jun	\$2,009,056	\$1,691,804	\$1,271,319	\$1,063,264		
Total	\$24,572,006	\$21,714,769	\$12,302,436	\$10,217,965	\$7,255,744	\$7,825,807
Avg Per Month	\$2,047,667	\$1,809,564	\$1,025,203	\$851,497	\$906,968	\$978,228

Note A - Have also collected over \$570,000 in permit revenue from upfront plan review/abandoned project fees, which are not reflected in this total.

Code Enforcement - FY11 YTD Expenses			
For the period ending February 28, 2011			
Including Sal Fr Transfer, CMGC Overhead and projected salaries			
Expenses:			
	Budget	Actual	% Used
3061 - CP Support	\$ 2,956,050	\$ 1,883,845	63.73%
3062 - Revenue Collection	\$ 365,460	\$ 268,821	73.56%
3071 - Admin Support	\$ 946,699	\$ 580,970	61.37%
3072 - North Inspections	\$ 2,624,317	\$ 1,738,028	66.23%
3073 - South Inspections	\$ 2,986,390	\$ 1,983,834	66.43%
3076 - RTAC/CTAC	\$ 765,673	\$ 543,277	70.95%
3077 - OnSchedule	\$ 925,521	\$ 602,139	65.06%
3078 - Mega/CMS	\$ 1,120,442	\$ 722,517	64.48%
3095 - Fire Marshal	\$ 530,003	\$ 359,499	67.83%
	\$ 13,220,555	\$ 8,682,930	65.68%
		EXPENSES	
	Total YTD Revenue (All Sources)	\$ 9,034,559	
	Difference	\$ 351,629	

FY12 Requested Budget w/FY11 Adopted														
	3061	3062	3071	3072	3073	3076	3077	3078	3095					
	Code Enforce Support	Revenue Collection	Code - Admin Pool	Inspections - North Team	Inspections - South Team	Plan Review - RTAC/CTAC	Plan Review - On Schedule	Plan Review - CIMS/Mega	Fire Marshal	TOTAL	FY11 Adopted	Difference	%	
3122	Permits									\$ -	\$ 11,328,781			
3123	Surcharge Revenue	\$ 315,000								\$ 315,000	\$ 250,000			
3650	Fees and Charges	\$ 100,000	\$ 86,860	\$ 276,905	\$ 453,365		\$ 812,455	\$ 197,815		\$ 1,927,400	\$ 1,435,572			
3668	Reimbursement of Costs									\$ -	\$ 206,202			
										\$ -				
	<b>Total Revenue</b>	<b>\$ 415,000</b>	<b>\$ 86,860</b>	<b>\$ 276,905</b>	<b>\$ 453,365</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 812,455</b>	<b>\$ 197,815</b>	<b>\$ -</b>	<b>\$ 2,242,400</b>	<b>\$ 13,220,555</b>		
4002	Salaries-Full Time	\$ 789,183	\$ 196,052	\$ 556,307	\$ 1,777,527	\$ 2,067,076	\$ 627,736	\$ 678,739	\$ 800,100	\$ 329,677	\$ 7,822,397	\$ 7,796,158	\$ 26,239	0.34%
4004	Salaries-Temp													
4005	Overtime				\$ 55,000	\$ 55,000	\$ 10,000				\$ 120,000	\$ 147,208	(\$27,208)	-22.67%
4021	Insurance	\$ 73,409	\$ 38,065	\$ 102,231	\$ 226,347	\$ 256,245	\$ 78,908	\$ 78,676	\$ 84,475	\$ 45,332	\$ 993,688	\$ 966,549	\$ 27,139	2.73%
4022	FICA	\$ 58,939	\$ 14,998	\$ 42,555	\$ 135,984	\$ 158,133	\$ 48,023	\$ 51,926	\$ 61,210	\$ 25,217	\$ 596,984	\$ 593,918	\$ 3,066	0.51%
4023	NC Retirement	\$ 54,296	\$ 13,488	\$ 38,274	\$ 122,293	\$ 142,216	\$ 43,190	\$ 46,698	\$ 55,049	\$ 22,682	\$ 538,186	\$ 533,336	\$ 4,850	0.90%
4025	Longevity	\$ 15,925	\$ 1,895	\$ 4,361	\$ 31,737	\$ 32,063	\$ 4,764	\$ 12,456	\$ 8,024	\$ 3,976	\$ 115,201	\$ 92,429	\$ 22,772	19.77%
4027	Workers Comp	\$ 19,730	\$ 4,901	\$ 13,908	\$ 44,438	\$ 51,677	\$ 15,693	\$ 16,968	\$ 20,003	\$ 8,242	\$ 196,560	\$ 77,963	\$ 117,597	60.13%
4029	401K Pre-Tax Employer	\$ 7,892	\$ 1,961	\$ 5,563	\$ 17,775	\$ 20,671	\$ 6,277	\$ 6,787	\$ 8,001	\$ 3,297	\$ 78,224	\$ -	\$ 78,224	100.00%
4030	457 - Employer										\$ -	\$ -	\$ 0	
4051	Salary/Fringe Transfer	\$ 183,939									\$ 183,939	\$ 183,939	\$ 0	
4052	Neg Salary/Fringe Transfer										\$ -	\$ -	\$ 0	
	3% Raise	\$ 23,675	\$ 5,882	\$ 16,689	\$ 53,326	\$ 62,012	\$ 18,832	\$ 20,362	\$ 24,003	\$ 9,890	\$ 234,672	\$ -	\$ 234,672	100.00%
	<b>Total Personnel Services</b>	<b>\$ 1,226,988</b>	<b>\$ 277,241</b>	<b>\$ 779,888</b>	<b>\$ 2,464,427</b>	<b>\$ 2,845,093</b>	<b>\$ 853,423</b>	<b>\$ 912,613</b>	<b>\$ 1,070,864</b>	<b>\$ 448,313</b>	<b>\$ 10,878,851</b>	<b>\$ 10,391,500</b>	<b>\$ 487,351</b>	<b>4.48%</b>
5006	Telephone	\$ 49,000	\$ 650	\$ 6,400	\$ 42,072	\$ 49,020	\$ 3,450	\$ 4,500	\$ 800	\$ 9,300	\$ 165,192	\$ 179,170	(\$13,978)	-8.46%
5030	Uniform/Clothing Rental				\$ 7,490	\$ 9,095					\$ 16,585	\$ 19,260	(\$2,675)	-16.13%
5061	Maint & Repairs-Equip								\$ 1,025	\$ 1,025	\$ 1,025	\$ 0	\$ 0	
5111	Travel Expense	\$ 8,090			\$ 435	\$ 510					\$ 9,035	\$ 3,430	\$ 5,605	62.04%
5112	Training	\$ 16,180	\$ 900	\$ 3,500	\$ 7,250	\$ 8,500	\$ 3,410	\$ 2,500	\$ 3,000	\$ 2,550	\$ 47,790	\$ 43,950	\$ 3,840	8.04%
5113	Employee Edu Reimb	\$ 1,600									\$ 1,600	\$ 1,600	\$ 0	
5120	Postage/Courier	\$ 150	\$ 5,000	\$ 225				\$ 1,600	\$ 350	\$ 75	\$ 7,400	\$ 13,675	(\$6,275)	-84.80%
5121	Printing	\$ 24,000	\$ 7,500	\$ 1,000	\$ 2,626	\$ 3,079	\$ 650	\$ 650	\$ 650	\$ 550	\$ 40,705	\$ 53,355	(\$12,650)	-31.08%
5301	Prof Fees (3061 - Technology)	\$ 373,007	\$ 14,000	\$ 96,000						\$ 10,500	\$ 493,507	\$ 437,980	\$ 55,527	11.25%
5308	Attorney Fees	\$ 11,000									\$ 11,000	\$ 21,200	(\$10,200)	-92.73%
5404	Other Services-Casual Labor		\$ 42,400								\$ 42,400	\$ 59,010	(\$16,610)	-39.17%
	<b>Total Contractual Services</b>	<b>\$ 483,027</b>	<b>\$ 70,450</b>	<b>\$ 107,125</b>	<b>\$ 59,873</b>	<b>\$ 70,204</b>	<b>\$ 7,510</b>	<b>\$ 9,250</b>	<b>\$ 4,800</b>	<b>\$ 24,000</b>	<b>\$ 836,239</b>	<b>\$ 833,655</b>	<b>\$ 2,584</b>	<b>0.31%</b>
6002	Office Supplies	\$ 1,220	\$ 1,050	\$ 1,100	\$ 725	\$ 850	\$ 880	\$ 350	\$ 350	\$ 350	\$ 6,875	\$ 9,070	(\$2,195)	-31.93%
6005	Departmental Supplies	\$ 3,200	\$ 700	\$ 1,000	\$ 2,738	\$ 3,210	\$ 800	\$ 325	\$ 250	\$ 375	\$ 12,598	\$ 15,482	(\$2,884)	-22.89%
6010	Food Supplies	\$ 500									\$ 500	\$ 500	\$ 0	
6015	Dues, Subscript., Books	\$ 9,667		\$ 550	\$ 10,281	\$ 10,117	\$ 5,215	\$ 3,710	\$ 4,062	\$ 3,540	\$ 47,142	\$ 26,631	\$ 20,511	45.63%
6020	Computer Software										\$ -	\$ -	\$ 0	
6035	Uniforms-Clothing			\$ 3,480	\$ 4,080					\$ 3,423	\$ 10,983	\$ 10,990	(\$7)	
6070	Assets Non-Capitalized										\$ -	\$ 0	\$ 0	
6075	Computers Non-Capitalized	\$ 900	\$ 450	\$ 1,260	\$ 12,600	\$ 15,370	\$ 810	\$ 900	\$ 1,080	\$ 540	\$ 33,910	\$ 11,880	\$ 22,030	64.97%
6081	Gas & Oil	\$ 6,000			\$ 78,000	\$ 85,800	\$ 200	\$ 200	\$ 200	\$ 19,000	\$ 189,400	\$ 189,400	\$ 0	100.00%
	<b>Total Commodities</b>	<b>\$ 21,487</b>	<b>\$ 2,200</b>	<b>\$ 3,910</b>	<b>\$ 107,824</b>	<b>\$ 119,427</b>	<b>\$ 7,905</b>	<b>\$ 6,485</b>	<b>\$ 5,942</b>	<b>\$ 27,228</b>	<b>\$ 301,408</b>	<b>\$ 73,563</b>	<b>\$ 227,855</b>	<b>75.60%</b>
7420	Transfer-Green Permit Rbt										\$ -	\$ -	\$ 0	
7501	Transfer to Other Funds	\$ 315,000									\$ 315,000	\$ 250,000	\$ 65,000	20.63%
	<b>Total Other</b>	<b>\$ 315,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 315,000</b>	<b>\$ 250,000</b>	<b>\$ 65,000</b>	<b>20.63%</b>
8003	Vehicle Maintenance	\$ 10,200			\$ 72,900	\$ 73,400	\$ 2,000	\$ 3,500	\$ 2,000	\$ 14,500	\$ 178,500	\$ 255,500	(\$77,000)	-43.14%
8100	Overhead (CMGC)	\$ 1,059,585									\$ 1,059,585	\$ 1,029,962	\$ 29,623	2.80%
8110	Overhead (LUESA)	\$ 398,385									\$ 398,385	\$ 386,385	\$ 12,000	3.01%
	<b>Total Internal Services</b>	<b>\$ 1,468,170</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 72,900</b>	<b>\$ 73,400</b>	<b>\$ 2,000</b>	<b>\$ 3,500</b>	<b>\$ 2,000</b>	<b>\$ 14,500</b>	<b>\$ 1,636,470</b>	<b>\$ 1,671,847</b>	<b>(\$35,377)</b>	<b>-2.16%</b>
9005	Furniture & Fixtures										\$ -	\$ -	\$ 0	
9006	Vehicles										\$ -	\$ -	\$ 0	
	<b>Total Fixed Assets</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	
	<b>Total Expenses</b>	<b>\$ 3,514,672</b>	<b>\$ 349,891</b>	<b>\$ 880,923</b>	<b>\$ 2,705,024</b>	<b>\$ 3,108,124</b>	<b>\$ 870,838</b>	<b>\$ 930,848</b>	<b>\$ 1,083,606</b>	<b>\$ 514,041</b>	<b>\$ 13,967,968</b>	<b>\$ 13,220,555</b>	<b>\$ 747,413</b>	<b>5.38%</b>
	<b>F/T Positions</b>	<b>10</b>	<b>5</b>	<b>13</b>	<b>29</b>	<b>34</b>	<b>10</b>	<b>10</b>	<b>12</b>	<b>6</b>	<b>129</b>	<b>129</b>		

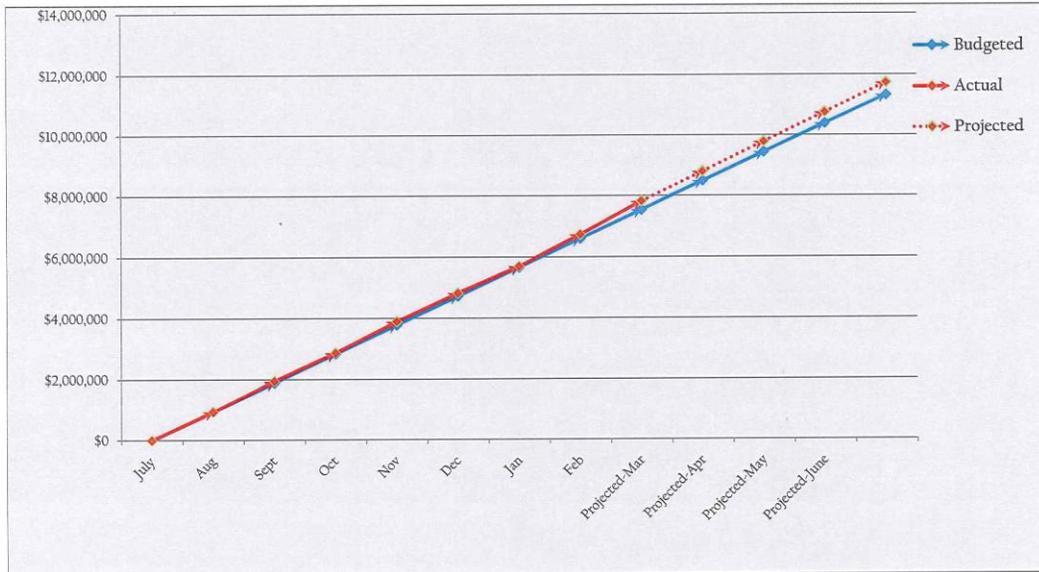
## Technology Fy12 budget proposal

March 11, 2011

Maintenance of existing programs (fund from fees)	cost	Brief description
o Peak 10 – Meck SI back-up file services	1,500	Annual cost for hosting and providing upload services
o Revere Group - Meck SI maintenance	18,600	Annual service level agreement for Special Inspections
o Peak 10 - Meck SI server hosting	23,472	Annual cost for leasing the SI servers
o OnSchedule tracker maintenance	795	Annual SLA for OnSchedule software
o Computronix - POSSE licenses	38,230	Annual POSSE/Oracle internet and desktop licenses
o Computronix - POSSE annual support maintenance	30,600	Annual service level agreement for the POSSE modules
o Selectron – IVR Maintenance	21,910	Annual maintenance for interactive voice response (IVR)
o Sages Networks – annual modules maintenance	30,000	Annual service level agmt / application modules updates
o Lincoln-Perry POSSE source code protection	800	Insurance for Meck Co to own software if CX is dissolved
o Adobe viewer licensing costs	5,600	Required for EPS-EPR (200 user licenses)
o EPS server and storage hosting (split w/Raleigh)	30,000	Supports web hosting of EPS process
	<b>Sub total</b>	<b>201,507</b>
<b>Existing program enhancements</b>		
o Base allocation for POSSE, HIP & TIP, CTAC-RDS	26,500	
o CHC team delivery pilot input to EPM	55,000	
	<b>Sub total</b>	<b>81,500</b>
<b>New projects (option: fund by com'l project surcharge)</b>		
o Single Portal project completion; enabling info stream	125,000	(1)
o Towns dash multi-site dashboard modification	30,000	(2)
o Agency/Towns EPS/EPR	65,000	(3)
o Code Enforcement Manager dashboard	15,000	(4)
o AE license validation – 50%	15,000	(5)
o BIM connectivity: band width infrastructure	60,000	(6)
o Client Feedback Tool by Design facilitator	5,000	(5a)
	<b>Sub total</b>	<b>315,000</b>
<b>Total all categories</b>	<b>Grand total</b>	<b>598,007</b>

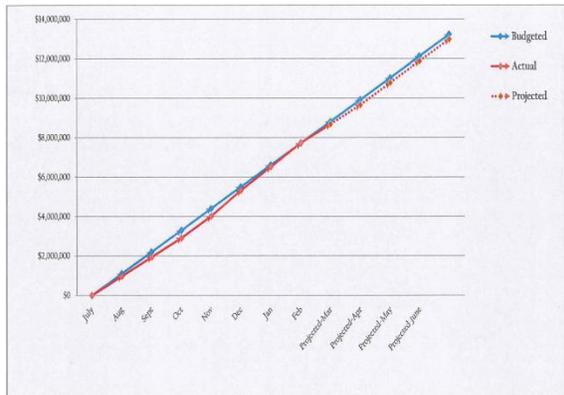
- Note 1: includes full development and completion of CharMeck Single Portal for all project types, locations and all reviewing agencies
- Note 2: allows towns and agencies to place & release holds on multiples sites with single action
- Note3: allows agencies and towns to access drawings, place comment locator and record defect in POSSE for auto e-mail to customer
- Note 4: Modifies the contractor dash to support CEM and field staff to monitor their assigned project permit or inspection status, as well as status of changes (Revisions To Approved Plans), holds, and TCO-CO.
- Note 5: similar to contractor scraping, allows EPM system to automatically verify a submitted Architect, Engineer or Landscape Architect license is active in State records. Operates by referencing the individual office data bases of the NC Professional Licensing Boards for A, E & LA, without staff intervention.
- Note 5a: electronic AE feedback collection mechanism, launched by EPM at the completion of a review cycle, including 6 or 7 key questions, gauging customer satisfaction with service provided, not including code interpretations.
- Note 6: first step in BIM is to increase EPM/EPS band width capacity to connect either to the customers BIM project site, or connect the Departments future BIM computing cloud to POSSE

Code Enforcement Permit Revenue Projection - thru February 2011



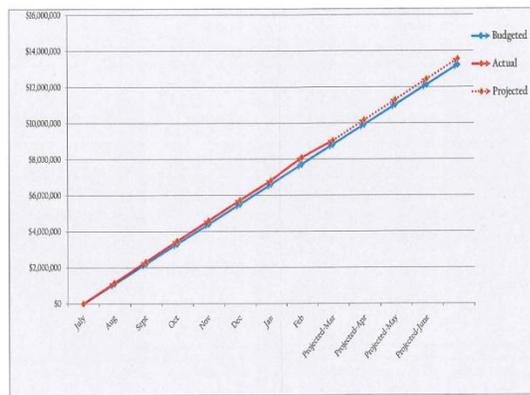
Total Budgeted Revenue	\$	11,328,781	Actual Revenue (July 10 - Feb 11)	\$	7,825,807
Projected Revenue for FY11	\$	11,738,711	% of budget		69.08%
Projected (Shortfall) Overage	\$	409,930	% of Budget year completed		66.67%

Code Enforcement Expenditure Projection - thru February 2011



Total Budgeted Expenditures	\$	13,220,556	Actual Expense (July 10 - Feb 11)	\$	8,682,930
Projected Expenditures for FY11	\$	12,974,126	% of budget		65.68%
Yr End Under(Over) Budget Projection	\$	246,430	% of Budget year completed		66.67%

Code Enforcement Revenue Projection - thru February 2011



Total Budgeted Revenue	\$	13,220,555	Actual Revenue (July 10 - Feb 11)	\$	9,034,559
Projected Revenue for FY11	\$	13,551,839	% of budget		68.34%
Projected (Shortfall) Overage	\$	331,284	% of Budget year completed		66.67%

## 4.2 Q and A on the 2012 Budget Proposal Presentation

**JM:** In summary we have either bottomed out or are on the upside.

**JB:** We have done a really good job of continuing to control our expenses and keeping the lid on things. As we moved through the winter which is typically our weakest part of the year it looks like the revenue is getting healthier; both on the Commercial Permit Fee side and also in the other revenue. Typically in the winter November, December, January and February we see a drop both on the permit fee side and the other revenue as well. In the past it has always fallen behind, we say we are going to make it up and the last two years we haven't. But this year it has actually strengthened as we went through the winter.

**RMc:** Basically, November through February you have to dip some revenue and we didn't have that this year it was consistent. February which is our shortest month was over \$1MM which is very unusual this time of year.

**JM:** A general question for the staff, one of the comments that we noticed seems like the premium services, Inspection by Appointment and Express Review are getting used more and more even though as Jim noted it's not because our response times are slow or we don't have good OnSchedule lead times. Do you think that is a trend that is going to continue? Are you seeing the contractors that call you and your customers from that point of view enjoying that premium service and be willing to pay more for it? Is that something that we should continue to bank on and plan for if times get really busy but that part of our business will even get more use or is it an aberration?

**PG:** We are seeing on the Express side the bigger projects wanting to get out of the ground faster and we're using that premium service to get out faster. We're booking out 11 days. Our regular system we are only booking out 8 days. People want that spontaneous quick service, they get a 98% approval rate they get out of here quick and receive their permit in 24 hours. I think that is going to continue and become a major trend for us on large jobs as well.

**JM:** It sets a deadline as an interactive process, not only is it a date, if that date is further out than your normal schedule, there's other parts to it.

**GM:** During these times, the contractors have felt tighter schedules and they have realized the advantage of being able to schedule inspections and the success that comes along with that.

**JM:** And will probably save money in general conditions or actual costs well in excess of the premiums.

**WC:** With the smaller up fits uptown in the commercial markets that are just upgrading existing spaces a lot of the work is at night. So when the guys go out there on a Monday morning just to get an inspection and then go back to work at night; you may be coming in to work just for the inspection and then going back to work at night.

**JM:** Point is; I think we should build our business around that being an increasing part of it.

<b>Budget category</b>	<b>Fy11 adopted</b>	<b>Fy12 exp est at 3.11.10</b>	<b>Differences between Fy11 adopted and Fy12 proposed</b>
<b>4000 – pers’l service</b>	10,391,500	10,878,851	Up 487k, for ext’g 129 FTE count <ul style="list-style-type: none"> <li>• Base salaries up 26k</li> <li>• Incl 3% raise (234k)+1% 401k (78k).</li> <li>• Insur up 30k__; longevity up 23k__</li> <li>• Work comp up 117k__; other up 8k__</li> <li>• OT incl at 120k (&lt;27k from Fy11)</li> </ul>
<b>5000 – contr’l service</b>	833,655	836,239	Up <3k <ul style="list-style-type: none"> <li>• Tech up 55k (see 4.5)__; other &lt;52k__</li> </ul>
<b>6000 - commodities</b>	73,553	301,408	Up 228k <ul style="list-style-type: none"> <li>• 6015 up 22k (incl code bks @ 26.7k)</li> <li>• Computers up 22k (see item 3.1)</li> <li>• Adds 6081 Gas&amp; Oil at 189.4k</li> <li>• Others down 5k</li> </ul>
<b>7000 – other</b>	250,000	315,000	Com’l tech surch’g cov’d by transfer (>65k)
<b>8000-int service</b>	1,671,847	1,636,470	<ul style="list-style-type: none"> <li>• Veh Maint down 77k (but see 6081)</li> <li>• CMGC &amp; LUESA overhead up 41.6k, 2.9% &amp; 3% respectively</li> </ul>
<b>9000–fix’d assets</b>	0	0	No auto replacement; see item 3.2
<b>Total</b>	<b>13,220,555</b>	<b>13,967,968</b>	<b>Up 747.4k or 5.4%</b>

**TH:** You haven’t bought vehicles in two years?

**JB:** No, actually this will be our fourth year we have not replaced vehicles. Avg., vehicle age is 4.1 yrs. avg. mileage is about 55,200. Used to be we would replace 1/5<sup>th</sup> of our vehicles every year. This is the last year we can get by with not replacing vehicles. We will most likely propose a four (4) year replacement schedule for vehicles beginning next year.

**EH:** Jim I can’t understand how is vehicle maintenance going down when your vehicles are getting older and older; that’s pretty significant.

**JB:** It’s based on a burn rate. To put this budget together Ruth and Anne pulled together our expense studies in several columns for a seven (7) month study, telephones, travel, training, postage printing, attorney fees, office and department supplies, dues and subscriptions and vehicle maintenance. We look at the burn rate and ask will that hold through the last five (5) months of the year, and if it will, as a representative of what’s going to happen next year and we think it is. We have a pool of cars that is large enough that if we get into repair situations w/ vehicles we decide at that time if we are going to repair them or not.

**DS:** In a down economy we’d just not drive them as much I wouldn’t think.

**JB:** If anything, we are putting more miles per person. We still cover the same territory 430+ square miles except covering it with 120 inspectors, we are covering with 60 and they are still out there driving. If you studied it on a per vehicle basis, I wouldn’t be surprised to see the actual mileage go up on the vehicles. What has saved us is that we laid off 60 inspectors.

**DS:** But you didn’t cut back on the number of cars you had.

**JB:** We’ve slowly been rolling those out of service. We took the worst of them and got rid of them and have held on to as many of them as we can. When other departments ask us if we will give them a vehicle; we give them the ones that we want to get rid of. We keep rolling the ones with the lowest mileage into service.

**HS:** We don’t have a choice of which vehicles we buy; do we?

**JB:** We have a choice in terms of the specification. Ruth will explain how the purchasing is done.

**RMc:** Vehicle purchases go out for a county wide bid and who comes in with the lowest bid is who we will go with. They usually have a couple of choices.

**TH:** Can you briefly touch back on the \$200K we have to cover in gas for 2012 that we haven't had before?

**JB:** It's a new line item that is required by the Finance Office (County Manager's office) and it charges us for fuel where it didn't used to charge us for fuel. They actually started charging it this year in FY11 but they gave us the money to pay for it. Next year they will not give us the money to pay for it and we have to incorporate this in our FY12 Budget.

**RMc:** Fuel was previously covered through the General Services department. In FY11 they gave us the money because they didn't give us any forewarning that they were going to be charging this. This year they gave us the money but next year we will have to cover this \$200K in our fees.

**JM:** We have talked about this in the budget meetings. Since we have dwindled down our cars as well as computers/hardware; when we do start hiring people, those people are going to be incrementally more expensive because on the inspectors side they are going to have to have a vehicle as there are none sitting on the lot and will need a new computer. Other businesses have milked their vehicles as well as their hard assets so much over the last 4-5 years the ramp up period is going to be very costly and they are going to finance that.

**JB:** That's a very good point. We've been fortunate to have a pool of computers and vehicles and been able to call people from the RIF back very quickly. Going forward, the cost of adding an inspector won't just be the inspector. It'll be the inspector plus a truck, plus a computer, plus a computer mount, etc.

**JB:** Regarding computers; the last two years we haven't budgeted anything for computers. In FY09 as soon as we saw the problem we quit buying new stuff. This is the 3<sup>rd</sup> year we haven't bought any computers but our assessment is that we have to start purchasing laptops for the field inspectors and we want to put ourselves on a three (3) year schedule. As we sit here today; our equipment ages about 3.6 years on average for the laptops and about 4.2 years on the desktops. We have 60 laptops so we are proposing buying 20 this year, 20 next year and 20 the following year; which will put us on a three (3) year cycle. The 20 laptops if we can get them a little under \$1200 each we'll have about \$24,000 to the budget which shows up under 6075. On top of that is another \$10,000 we added in which is an estimate of repair on the other 40 laptops and 72 desktops.

**Technology FY12 Funding Proposal and Project List**

<b>Maintenance of existing programs (in 3061/5301)</b>	<b>cost</b>	
○ Peak 10 – Meck SI back-up file services	1,500	
○ Revere Group - Meck SI maintenance	18,600	
○ Peak 10 - Meck SI server hosting	23,472	
○ OnSchedule tracker maintenance	795	
○ Computronix - POSSE licenses	38,230	
○ Computronix - POSSE annual support maintenance	30,600	
○ Selectron – IVR Maintenance	21,910	
○ Sages Networks – annual modules maintenance	30,000	
○ Lincoln-Perry POSSE source code protection	800	
○ Adobe viewer licensing costs	5,600	
○ EPS server and storage hosting (split w/Raleigh)	30,000	
	<b>Sub total</b>	<b>201,507 (5)</b>
<b>Existing program enhancements (in 3061/5301)</b>		
○ Base allocation for POSSE, HIP & TIP, CTAC-RDS	26,500	
○ CHC team delivery pilot input to EPM	55,000	
	<b>Sub total</b>	<b>81,500 (5)</b>
<b>New projects (expensed in 3061/7501)</b>		

○ Single Portal project completion; enabling info stream	125,000	
○ Towns dash multi-site dashboard modification	30,000	
○ Agency/Towns EPS/EPR	65,000	
○ Code Enforcement Manager dashboard	15,000	
○ AE license validation – 50%	15,000	
○ BIM connectivity: band width infrastructure	60,000	
○ Client Feedback Tool by Design facilitator	5,000	
	<b>Sub total</b>	<b>315,000 (6)</b>
<b>Total all categories</b>	<b>Grand total</b>	<b>598,007</b>

**Other Revenue Projection (based on other revenue status as of Feb. 28, 2011)**

<b>Other revenue item</b>	<b>Other Rev at 2/28/2011</b>	<b>Projected Fy12 Other Rev (Fy11 annualized @ 2/28/11)</b>
○ Com'l Express review	245,700	368,550
○ Com'l 3 <sup>rd</sup> review charges	252,455	378,680
○ Com'l mega team	131,877	197,815
○ Com'l other (w/4 <sup>th</sup> & 5 <sup>th</sup> rev'w chg)	43,483	65,225
○ Com'l CMS Plan Review	102,908 (3)	0 (3)
○ Document control	184,604	276,905
○ revenue collection	57,908	86,860
○ bldg insp; Meck SI, OTI, IBA	302,244	453,365
○ 3 <sup>rd</sup> party	0	100,000
<b>Total Other Revenue</b>	<b>1,321,179</b>	<b>1,927,400</b>

Note 3: CMS plan rev'w contract terminated Aug, 2010; we expect minimal revenue after 1/1/11

**JM:** I get the cash basis which is the high number which you actually collected. What's the lower number?

**JB:** It's the number that comes out of the Navision system that just records the permit revenue when we actually issue a permit. Which wouldn't take into account the \$3.4MM; it doesn't recognize that.

Eventually those numbers show up but what it doesn't take into account is that there's always between \$350MM and \$500MM that is held up inside the system; it's actual revenue that we have.

**HS:** Provided you operate within the budget?

**JB:** One of the last things we will talk about is whether or not there is some detail areas that the BDC wanted us to study. Does the fee structure in all areas relate to the level of service or have we filled in all the values that we want to fill in. That's a separate thing issued from this. Certainly doing the projects for what we say we are going to do them for is important to us just as it is to you.

***Harry Sherrill moved that the BDC support the Code Enforcement proposed FY12 budget including expenses and revenue levels of \$13,967,968 with 129 full time employees with sources of expense and revenues as described in today's BDC meeting. Dave Shultz seconded the motion that passed unanimously.***

**5. Adjournment -** The March 15<sup>th</sup>, 2011 Building Development commission meeting adjourned at 4:35 p.m.

**NOTE:** The next **BDC Meeting** is scheduled for **3:00 p.m., Tuesday, April 19<sup>th</sup>, 2011.**  
Please mark your calendars.